



HCD ANNOUNCEMENT

To: All ESG Subrecipients

The State Emergency Solutions Grant Program (ESG) requires all ESG Subrecipients to submit Annual Performance Reports (APRs) documenting any activity that occurred during fiscal year 2018/2019. The reporting period covers July 1, 2018 through June 30, 2019.

ESG Subrecipients must submit items one and two as outlined below, by Wednesday, July 31, 2019:

1. ESG APR Workbook: [ESG Annual Performance Report 2018/19 Workbook \(XLS\) - 5/23/2019](#) (comprised of three forms)
 - **APR Matrix: The APR Matrix must be completed in its entirety and submitted by all ESG Subrecipients who had an active/open ESG Standard Agreement with funds expended during the reporting period.** The APR Matrix (second tab) in the “ESG APR Workbook” has two questions which dictate which attachments must also be submitted. One APR workbook must be submitted for each ESG Standard Agreement contract number that is active/open.
 - **Attachment A - ESG Fiscal Data:** ESG Subrecipients must report fiscal information, expenditures, and match information for the reporting period on Attachment A (third tab).
 - **Attachment B – MBE-WBE:** ESG Subrecipients must report all contracts (construction and non-construction) executed during the reporting period on “Attachment B: MBE-WBE” (fourth tab), which includes identification of contracts with Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE). Contracts include, but are not limited to: repairs, maintenance, counseling, legal, training, services, etc.

All ESG Recipients must follow the following submittal procedures:

- Email subject line must be “Jurisdiction Name – APR” (i.e., Help House – APR; Hayward – APR; Lake Co. – APR; etc.).

- The 2018/2019 APR forms must be used, as they have been revised for the current reporting period. Previous versions of the APR forms will not be accepted.
- Original Excel format only (do not return the APR as a PDF file).
- Submit as an attachment to the email (not in the body of the email) to ESG.Reports@hcd.ca.gov.

2. Homeless Management Information System (HMIS) Data: ESG
Subrecipients/CoCs/Providers will submit all required HMIS data (CSV-ESG CAPER 2018 Report) on persons assisted, using the Sage HMIS Reporting Repository, a web-based reporting portal.

*Note: The e-Card system is no longer being used due to the HUD implementation of Sage as the new on-line portal for submission of HMIS CSV data files.

ESG Subrecipients/CoCs/Providers will receive information and a link for their submission via email from Sage which will include a hyperlink that will be used to submit the HMIS CSV data.

Important information regarding Sage and additional resources:

- ESG Subrecipients/CoCs/Providers must ensure that the HMIS administrators have completed the **required** updates for the [HMIS Data Standards for Sage](#).
- Please watch the [Sage Guidance for ESG Subrecipients](#) CoCs/Providers training webinar.
- ESG Subrecipient/CoC/Providers are able to [Test Run a Report \(CSV-CAPER 2018\)](#) on the Sage website.
 - Please *“test run”* your report prior to your submittal, to identify and correct all errors prior to submission.
 - If errors are found, the data will not be uploaded in Sage until the errors are corrected.
 - You do **not** need to register for an account in Sage to *“Test run a report.”*

If you have any questions on how to complete the APR forms, please contact your ESG Grant Management Representative:

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